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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Ofis Programları ve Klavye Teknikleri** | |  | 1 | 2+0 | 2 | 3 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Seçmeli | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Belge hazırlama, tablo hazırlama, sunu hazırlama, internet kullanımı gibi temel bilgisayar eğitimi verilerek ve uygulama yaptırılarak öğrencilerin bilgisayarı ve internet hizmet ve teknolojilerini daha etkin kullanmasını sağlamaktır. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1.Bilgisayarı genel olarak tanır ve çalışma prensibini açıklar.  2.Windows işletim sistemi ile bilgisayarı temel düzeyde kullanır.  3.Microsoft Word ve Excel paket programlarını öğrenir.  4.Microsoft PowerPoint paket programını öğrenir.  5.Internet tarayıcıları üzerinden istediği bilgiye ulaşır. | | | | | | | Dersin İçeriği | Microsft office programları, internet arama motorları, web tarayıcıları, sosyal medya | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Temel Bilgiler | | | | | | | 2 | Bilgisayar Donanımı Bileşenleri | | | | | | | 3 | Bilgisayar Yazılımı Bileşenleri | | | | | | | 4 | İşletim Sisteminin Görevleri ve Microsoft İşletim Sistemi | | | | | | | 5 | Microsoft Word: Sözcük İşlemciler, Karakter, Sözcük ve Paragraf Düzenleme | | | | | | | 6 | Microsoft Word: Sayfa ve Belge Düzenleme İşlemleri | | | | | | | 7 | Microsoft Excel: Tabloların Oluşturulması ve Düzenlenmesi | | | | | | | 8 | Microsoft Excel: Formüller, İşlevler, Grafikler | | | | | | | 9 | Microsoft Powerpoint: Açılış Sayfası ve Temel Bölümleri | | | | | | | 10 | Microsoft Powerpoint: Sunu Oluşturma | | | | | | | 11 | Etkili Sunumun Adımları: Hazırlama, Aktarma, Kapanış | | | | | | | 12 | Sunum Hazırlama ve Sunma | | | | | | | 13 | İnternet Teknolojileri: Web Tarayıcıları, Arama Motorları ve Sosyal Medya | | | | | | | 14 | İnternet Teknolojileri:Taşınabilir Teknolojiler | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Tosun, G, vd. (2006). *Bilgi iletişim teknolojileri ve yansımaları*, İstanbul: Nobel Yayınları. | | **Değerlendirme Sistemi** | | Dönem başında ders izlencelerinde belirtilir. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM ÖĞRENME ÇIKTILARI İLE**  **DERS ÖĞRENİM ÇIKTILARI İLİŞKİSİ TABLOSU** | | | | | | | | | | | | | | | | | |  | **PÇ1** | | **PÇ2** | **PÇ3** | | **PÇ4** | **PÇ5** | | **PÇ6** | **PÇ7** | | **PÇ8** | **PÇ9** | | **PÇ10** | **PÇ11** | | **ÖÇ1** | - | | - | 3 | | - | 5 | | 3 | - | | - | - | | 5 | 2 | | **ÖÇ2** | - | | - | 3 | | - | 5 | | 3 | - | | - | - | | 5 | 2 | | **ÖÇ3** | - | | - | 3 | | - | 5 | | 3 | - | | - | - | | 5 | 2 | | **ÖÇ4** | - | | - | 3 | | -- | 5 | | 3 | - | | - | - | | 5 | 2 | | **ÖÇ5** | - | | - | 3 | |  | 5 | | 3 | - | | - | - | | 5 | 2 | | **ÖÇ: Öğrenme Çıktıları PÇ: Program Çıktıları** | | | | | | | | | | | | | | | | | | **Katkı**  **Düzeyi** | | **1 Çok Düşük** | | | **2 Düşük** | | | **3 Orta** | | | **4 Yüksek** | | | **5 Çok Yüksek** | | |   Program Çıktıları ve İlgili Dersin İlişkisi   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Ders** | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** | **PÇ11** | | Ofis Prog ve Klavye Tek. | - | - | 3 | 4 | 5 | 3 | - | - | - | 5 | 2 | |